

INDIANA
CORE40
 End-of-Course Assessments

To: School Test Coordinators

From: Michele Walker, Director of School Assessment

Date: November 12, 2007

Re: STC Confirmation for Core 40 End-of-Course Assessment Online Testing System – A1 and A2 Administration

Welcome to the Core 40 End-of-Course Assessment Online Testing Program hosted by Questar Assessment, Inc. Your Corporation Test Coordinator has designated you as the School Test Coordinator. As the School Test Coordinator, you will play an integral part in the success of this system by coordinating testing activities at the school level.

Below is the Testing Calendar for 2007-2008 with Questar Assessment, Inc.:

Administration Window	Online Registration Deadline	Delivery Method: Content Area
Administration 1 (A1)		
December 10 – 21, 2007 & January 3 – 11, 2008	December 7, 2007	Online: Algebra I and Biology I
Administration 2 (A2)		
February 4 – 29, 2008	February 1, 2008	Online: Algebra I and Biology I
Administration 3 (A3)		
April 28 – May 30, 2008	Online: April 25, 2008 Paper-and-Pencil: February 29, 2008	Online: Algebra I, Biology I, and English 11 Paper-and-Pencil: Algebra I, Algebra II, and Biology I

Responsibilities of the School Test Coordinator for the A1 and A2 Administration:

- Verify that all Teachers and/or Test Examiners who will be conducting the A1 and/or A2 administration are registered on the site.
- Run the TEST SCOUT program. (Information will be provided in a separate email.) Communicate the Web address and login information to all Teachers/Test Examiners involved with the administration. (*School Test Coordinators should not allow Examiners to use the STC login/password at any time.*)
- Invalidate student scores when necessary.
- Review the Exception Report.
- Indicate when your school has completed testing.

Information on how to perform the above tasks will be covered during the Interactive Web Training sessions, or you can access the Test Coordinator's Manual from the online **Help** menu for step-by-step instructions.

Interactive Web Training Sessions

Interactive web training sessions are scheduled to familiarize Corporation Test Coordinators, School Test Coordinators, and Teachers and/or Examiners with the online and paper-and-pencil testing process. CTCs and STCs should register with IDOE for training for EACH vendor to understand the requirements for the various assessments offered this year. These training sessions are scheduled prior to Administration 1 for A1 **and** A2, and prior to A3 for A3 only.

Note: A3 Web Training dates will be forthcoming.

Web Training Calendar for the 2007-2008 administrations of A1 and A2:

Date	Time EST	Focus and Vendor for Training
Tuesday, November 20, 2007	8:30 – 9:30 AM	CTC (only) Questar
Wednesday, November 28	3:00 – 4:00 PM	CTC/STC (combined) Questar
Monday, December 3	3:00 – 3:45 PM	Teacher and/or Examiner Questar

Web Training Registration

Training is provided for School Test Coordinators, Teachers and/or Examiners who will need training for online or paper-and-pencil assessments. To register yourself and your staff for a Web Training Session, please send the following information for each participant via **e-mail** to Colin Riessen, criessen@doe.state.in.us . **Note:** *If multiple people will be joining in on the same training under one login, indicate which person will be the lead contact and should be responsible for receiving the registration information.*

1. Date of Session
2. Participant's name
3. School name
4. E-mail address
5. Telephone number

Specific details on the web training site and login information will be sent several days prior to the web training.

Accessing the Testing Site

To access the testing site for registration, please make sure that your system meets these requirements:

- Computers may be Windows or Macintosh.
- Computers must have Internet Explorer 5.5 or higher, Netscape Version 7.0 or higher, Mozilla or Firefox 1.0 or Macintosh Safari 1.2.
- Computers must have session cookies enabled.

Below is the NEW Web address, username, and password you will need to access the Core 40 End-of-Course Assessment testing site for this administration.

- Web Address: <http://INCore40eca.questarai.com/admin>
- Username: {computer generated username}
- Password: {computer generated password}:

If the link above is not active, follow these directions to access the testing site:

1. Open your Internet browser; click once in the **Address** field of the browser window.
2. Type the **NEW** Web address: <http://INCore40eca.Questarai.com/admin>.
3. Press **Enter** on your keyboard to advance to the administrator log in page.
4. Type your username in the **Username** field.
5. Type your password in the **Password** field.
6. Click once on **Login**.

Help

If you would like to obtain step-by-step information explaining how to use the site before or after the Web Training, information can be obtained from the online **Help** menu. Three different help options are available:

- Test Coordinator Manual (Online and PDF formats)
- Testing FAQ (PDF Format)
- E-mail Support

Test Coordinator Manual

When the Test Coordinator's Manual is selected from the **Help** menu, a new browser window will open containing the selected manual. Options include viewing the content of the manual, viewing the index of the manual, or searching for a keyword or phrase.

Option	Functionality
Content	When Content is selected, a list of the topics from the user manual is displayed with a book icon next to the name of the topic area. Click once on the book icon and the content for that specific topic area will be displayed below the topic name. Click once on either the topic area or the specific content to display the documentation on the right side of the window.
Index	Index allows the administrator to search for topic and content based on a keyword/phrase. Type a word or browse the index to find the information. Click once on the keyword in the index to view each area of the online documentation that contains the keyword/phrase. Click once on the area to display the documentation on the right-hand side of the window.
Search	Search allows the user to search for keywords/phrases. Type the keyword or phrase in the Search field and press Enter on the keyboard to retrieve the information.

The left side of the window will show the contents of this manual by section. Click once on the different areas to expand the section and display the content of those areas. Click once on the area of the manual needed to display the information on the right side of the page.

PDF Manuals (Test Coordinator Testing FAQ)

If you select either of these menu selections, a new window will open and display the manual in Adobe Reader. You will be able to print this document by selecting the **File** menu option in the upper-right corner and then selecting **Print**.

E-mail Support

When this menu option is selected, an outgoing e-mail window will be displayed with the Core 40 Technical Support e-mail address in the "To:" field. You will be able to send questions and comments to the Technical Support Desk.

Additional Information

Core 40 End-of-Course Assessment Related Questions and General Information:

IDOE's ECA Help Desk

Phone (317) 232-9050

Email: ECA@doe.state.in.us

Questar Online Technology or Paper-and-Pencil Testing Related Questions:

Phone: 1-877-IC40-ECA (1-877-424-0322)

Email: Core40support@questarai.com

Core 40 End-of-Course Assessment Web site:

www.doe.state.in.us/core40eca

Note: For future reference, this memorandum will be posted at <http://doe.state.in.us/core40eca/welcome.html>